


**Commonwealth of Virginia  
Database Index Reporting Form**

<b>1. Public Body Name &amp; Numeric Code:</b> Virginia Department of Transportation 10040	<b>4. Point of Contact:</b> Kat McAndrew
<b>2. Database Title:</b> Position and Recruitment Tracking System	<b>5. Phone Number:</b> (804) 371-6798 <span style="float: right;">DATA Admin.</span>
<b>3. Database Acronym:</b> PARTS	<b>6. Signature &amp; Date:</b> 
<b>7. Database Description and Contents:</b> (Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate know restrictions to public access. A custom-made application to manage and track job recruiting activities for VDOT positions.	
Note: Specific information relating to data fields, recordable layouts and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.	
<b>8. Date of Last Update:</b> Daily	<b>9. Frequency of Update:</b> <input checked="" type="checkbox"/> Daily, <input type="checkbox"/> Weekly, <input type="checkbox"/> Monthly, Other:
<b>10. Formats Available and Schedule of Fees:</b> (Provide a description of each format in which the database is made available, and the cost, if any, of each format.)	
<b>a. Format</b> Unless material is indicated as being CII and/or SSI or is sensitive in any way, it is available on request.	<b>b. Cost</b> \$.15 plus tax per copied page.